



RISK MANAGEMENT FUND CONTRIBUTION DISCOUNT PROGRAM APPLICATION

STATE OF NORTH DAKOTA

SFN 53424 (9-2006)

SUBMISSION DEADLINE MAY 1
Report of Activity for Current Fiscal Year

Agency/Facility	Date	
COMPLIANCE QUESTIONS:	YES	NO
1. Does your agency/facility have a Loss Control Committee that complies with Section 4 of the Risk Management Manual and addresses recommendations and liability exposures that arise through incidents or accidents, claims, Risk Management Bulletins, and audit reports? Document in Minutes.	<input type="checkbox"/>	<input type="checkbox"/>
2. Did your agency/facility director appoint a Risk Management contact to act as the main contact for agency/facility loss control and safety activities and does that contact serve as chairperson or active member of the Loss Control Committee?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are at least 90% of your agency/facility incidents and accidents reported on-line to the Risk Management Division within 24-48 hours?	<input type="checkbox"/>	<input type="checkbox"/>
4. Does your Loss Control Committee submit copies of its Minutes to the Risk Management Division? Provide copies as completed or with the Discount Application.	<input type="checkbox"/>	<input type="checkbox"/>

Affirmative Answers to Questions 1 through 4 are Mandatory to Qualify for any Discount

5. Has your agency/facility and each of its departments/divisions/offices: a) implemented customized policies and procedures to address: Fire, Natural Disaster, Severe Weather, Bomb Threats, Harassment, Workplace Threats and Violence, Hostile Work Environment, Substance Abuse, and Acceptable Internet/E-mail use in the workplace; and b) provided a detailed explanation (preferably through Minutes) of how you document that these policies are communicated to ALL employees annually and at the time of hiring, including providing a copy of the acknowledgement statement, performance review statement, training sign-in sheets, or on-line training record?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does your Loss Control Committee review all agency/facility incidents and accidents to determine cause in Executive Sessions that are conducted in compliance with N.D.C.C 44-04-19.2 (as explained in Section 4.2 of the Risk Management Manual and the Attorney General's Open Records and Open Meetings Manual)? Document in Minutes.	<input type="checkbox"/>	<input type="checkbox"/>
7. Does your Loss Control Committee conduct at least annual inspections of ALL of your facilities using checklists similar to those found in subsection 4.3 of the Risk Management Manual?	<input type="checkbox"/>	<input type="checkbox"/>
a. Does the inspection/checklist process include documentation of when and what corrective action was taken for identified deficiencies?	<input type="checkbox"/>	<input type="checkbox"/>
b. Has your agency/facility implemented and communicated a policy regarding the use of flammables, microwaves, refrigerators, small appliances, heaters, etc. in the workplace and does your annual inspection include confirmation of compliance with the policy?	<input type="checkbox"/>	<input type="checkbox"/>
c. Is compliance with this requirement documented in the Minutes? Attach a sample/form of your inspection checklist.	<input type="checkbox"/>	<input type="checkbox"/>
8. Has your agency/facility established and your Loss Control Committee annually reviewed for adequacy and compliance: a) Continuity of Operations (COOP) b) Records Retention Schedule in compliance with ITD's Records Management Program?	<input type="checkbox"/>	<input type="checkbox"/>
9. Has your agency/facility implemented policies and procedures for management of contractual risk in accordance with Section 5 of the Risk Management Manual, N.D.C.C. ch. 54-44.4, N.D.A.C. Article 4-12, and the Office of Management and Budget (OMB) State Procurement Guidelines? If so, does the Loss Control Committee annually review these procedures for compliance, including training requirements and implementation of the agency/facility policy by all departments/divisions? Document in Minutes.	<input type="checkbox"/>	<input type="checkbox"/>

Total Potential Discount of 14%:

Questions 1 - 4 = 4% discount; Question 5 = 2% discount; Question 6 = 2% discount; Question 7 = 2% discount; Question 8 = 2% discount; Question 9 = 2% discount.

BONUS 2% Discount - Applies Only to Years Risk Management Hosts a Seminar Did the agency/facility Risk Management contact or active member of the Loss Control Committee attend the Risk Management Seminar?	<input type="checkbox"/>	<input type="checkbox"/>
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Comments	
Signed	Job Title
Please Print Name	Telephone Number